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**REQUEST FOR QUOTATION (RFQ)**

**APPOINTMENT OF A SERVICE PROVIDER TO DESIGN, PRINTING AND DELIVERY OF PORTS ACT AND  
CMTP POLICY**

RFQ	RFQ2023/24/43
RFQ ISSUE DATE	02 AUGUST 2023
BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO DESIGN, PRINTING AND DELIVERY OF PORTS ACT AND CMTP POLICY
CLOSING DATE & TIME	08 AUGUST 2023 @16h00
LOCATION FOR SUBMISSIONS	<a href="mailto:quotations@portsregulator.org">quotations@portsregulator.org</a>

**Bidders must submit responses via e-mail at: [quotations@portsregulator.org](mailto:quotations@portsregulator.org) before or on the stipulated date and time. For any queries or questions, please use above mentioned email address.**

Ports Regulator of South Africa requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on or before the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

MAAA NUMBER (CSD NO): \_\_\_\_\_

TELEPHONE NO: [08] \_\_\_\_\_

FAX NO: [08] \_\_\_\_\_

E MAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON: [08] \_\_\_\_\_

CELL NO: [08] \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

## **DETAILED SPECIFICATION**

### **APPOINTMENT OF A SERVICE PROVIDER TO DESIGN, PRINTING AND DELIVERY OF PORTS ACT AND CMTP POLICY**

#### **1. BACKGROUND**

- 1.1 Ports Regulator of South Africa ("the Regulator") is a Schedule 3A public entity in terms of the Public Finance Management Act, 1 of 1999 (PFMA). Port Regulator South Africa must fully comply with all the requirements of the PFMA.
- 1.2 The Ports Regulator is the independent National Regulator for the South African ports, governed by the National Ports Act, 2005 (Act No. 12 of 2005). In terms of section 30 (1) and (2) of the National Ports Act, the main function of the Regulator is to:
- Exercise economic regulation for the ports system in line with government's strategic objectives.
  - Promote equity of access of ports and facilities and service provider by ports.
  - Monitor the activities of the National Ports Authority to ensure that it performs its functions in accordance with the act; and
  - Hear appeals and complaints contemplated in terms of Section 48 of the Act

#### **2. PURPOSE**

the purpose of this invitation is to request bidder/s to submit their proposals for printing, and delivery of national ports act 2005 and comprehensive maritime transport policy (cmtp) for south africa in a digital format, printed copies in English with the logo of the ports regulator and vessel in front.

#### **3. MOTIVATION**

The Ports Regulator of South Africa is established upon by the Ports Act of 2005, the mandate and functions of the work of the Ports Regulator of South Africa is outlined in the Ports Act of 2005. The Act serves as an ultimate set of guiding principles governing the work of the PRSA Regulator Members and staff.

The Comprehensive Maritime Transport Policy (CMTP) on the other hand is an articulation of the Maritime Transport sector. PRSA is a custodian of the Department of Transport that is entrusted to deliver DOT Policies and initiatives that are outlined in the CMTP.

It is therefore imperative that every Regulator and Staff member should own a copy of the Ports Act and CMTP. It is recommended that PRSA procures 100 copies of the Ports Act and CMTP that will be issued to all Regulator Members, staff and new incumbents when they join PRSA.

#### **4. SCOPE OF WORK**

##### **4.1 Formatting, editing, linguistic prowess, and grammatical correctness:**

- Format inner pages and cover pages
- Editing, proofreading, and contextualising of all information (e.g., grammar, phrasing, punctuation and spelling check, including e.g., recreating graphs, tables creating infographics and photographs etc.

##### **4.2 Design and layout:**

- Design, compile, edit and print the National Port Act 2005 and Comprehensive Maritime Transport Policy (CMTP) for South Africa with all contents.
- Provide a minimum of five creative design concepts for the National Port Act 2005 (PRSA logo to be on the National Port Act 2005 and there must be pictures of Ports and pictures will be provided by the PRSA) and Comprehensive Maritime Transport Policy (CMTP) for South Africa.
- Design and format inner pages and cover in line with the selected creative concept
- Provide proofs of draft and also final layout.
- The awarded bidder will be provided with the soft copies and hard copies of the Act and Policy for measurement of sizes.

#### **4.3 Printing and Binding:**

- Printing of approximately 120 Pages (139 mm by 100 mm) for National Port Act 2005 and (167 mm by 119 mm) for Comprehensive Maritime Transport Policy (CMTP) for South Africa annual reports (English Version) in full colour. • Finishing by perfect binding using suitable paper:
  - Cover: Magno Gloss 250gsm white; gloss laminated on one side; UV varnish front and back covers.
  - Content/Text: 94 Magno Gloss gsm white National Port Act 2005 and 114 Magno Gloss gsm white Comprehensive Maritime Transport Policy (CMTP) for South Africa, full colour printed on both sides, Ink content - Full colour printed on both sides.
- One PRSA-branded flash disks in a protective casing.

#### **4.4 Others:**

- Include in-house consultation for provision of context of the assignment and plan.
- Availability: Immediately and anytime during the period of this assignment for effecting possible changes on the document.

**Liaison and meetings with client and printer; travel; phone calls; web and office print annual report versions and delivery of National Port Act 2005 and Comprehensive Maritime Transport Policy (CMTP) for South Africa on a flash disk.**

#### **4.5 Delivery:**

- Estimated date of submissions: first digital draft – 20 August 2023
- Estimated date of submissions: final draft (printers' proof) – 31 August 2023
- Estimated deadline for printing: Delivery of all bound volumes of the National Port Act 2005 and Comprehensive Maritime Transport Policy (CMTP) for South Africa and flash disks strictly before 15 September 2023 (after the final audit of the National Port Act 2005 and Comprehensive Maritime Transport Policy (CMTP) for South Africa by the Acting Chief Executive Officer).
- Final documents to be available electronically both for the website and for emailing (high resolution and low-resolution concepts)
- On-time delivery of the final printed Annual Report
  - Approximately 100 of each printed copies in English of both National Port Act 2005 and Comprehensive Maritime Transport Policy (CMTP) for South Africa.
  - One PRSA-branded flash disks in a protective casing.

**Note: The proposed dates of submissions can be subjected to change if there are unforeseen circumstances encountered by the organisation.**

## 5. EVALUATION CRITERIA

### 5.1.1 SCM Administrative (Phase 1)

5.1.1 The bidder must submit proof of registration on CSD (Central Supplier Database).

5.1.5 The SBD 4 form must be completed, signed by the authorised company representative.

**Failure to provide the above SCM administrative requirements may lead to bidder's proposal not being considered further on mandatory.**

### 5.2 Mandatory Requirements

5.2.1 The bidder must submit individual reference letters for the following:

5.2.1.1 The bidder must provide one (1) reference letter indicating experience in designing and layout of document / annual report. The letter must be on client's letterhead or stamped, signed, clearly indicate the service that was rendered by the bidder.

5.2.1.2 The bidder must provide one (1) reference letter indicating experience in printing and delivery of document / annual report. The letter must be on client's letterhead or stamped, signed, clearly indicate the service that was rendered by the bidder.

5.2.2 The bidder must propose Graphic Designer with at least three (3) years of experience in graphic design  
- **NB: Curriculum Vitae of the proposed Graphic Designer must be submitted.**

**Failure to provide all of the above mandatory information will lead to bidder's proposal not being considered further on price.**

### 5.3 Pricing Considerations:

5.3.1 The bidder/s will be evaluated on price.

5.3.2 Bidders' price quotations must be inclusive of all applicable taxes **(including VAT)**.

**See list of items in Section 4 of this RFQ.**

**NB:** Tax matter for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS EFiling prior to awarding. If the bidders' tax matters are non-compliant in terms of clause 4.2 & 4.3 will be exercised from National Treasury Instruction No. 09 of 2017/2018 (Tax Compliance Status Verification).

## 6. COMMUNICATION

All enquiries relating to this RFQ should be sent via email: [quotations@portsregulator.org](mailto:quotations@portsregulator.org)

## 7. CONDITIONS TO BE OBSERVED WHEN RFQING

No RFQ shall be deemed to have been accepted unless and until a formal contract / letter of award / order form is prepared and executed. Quotation shall remain open for acceptance by the Ports Regulator for a period of **90 days** from the closing date of the RFQ Enquiry.

## **8. COST OF BIDDING**

The bidder shall bear all costs and expenses associated with preparation and submission of its RFQ, and the Ports Regulator of South Africa shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

## **END OF RFQ DOCUMENT**

**Annexed to this document for completion and return with the document:**

- Quotation on a letterhead
- Declaration of Interest (SBD 4)
- Copy of CSD Report or MAAA Number (National Treasury)
- Minimum of two (2) reference letters
- Curriculum vitae for proposed Graphic Design